

U.S. Department of Energy
National Nuclear Security Administration
Report on the Implementation of Executive Order 13171
and the
Office of Personnel Management's Nine Point Plan
Fiscal Year 2005

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INTRODUCTION

The under representation of Hispanics in the Federal workforce has been a topic of concern beginning with the Nixon administration in 1970 to the current administration under President Bush. President Nixon ordered the Civil Service Commission (now the Office of Personnel Management (OPM)) to adopt regulations outlined in a sixteen-point plan on January 23, 1973. In 1997, the OPM issued a Nine-Point Plan, which provided direction to Federal Agencies on improving representation of Hispanics in the Federal workforce.

Hispanic representation has grown considerably since the first initiatives under the Nixon administration and has more than doubled since the 1970s. In the 2000 census, it was reported that the Hispanic population had grown to 12.5% from 6.4% in the 1980 census. On October 22, 2000, President Bush issued Executive Order 13171 requiring OPM to provide human resources management policy and guidance to address Hispanics under representation in the Federal Government, take the lead in promoting diversity in Executive agencies, and promote equal employment opportunity. The following is a report on DOE/NNSA activities and progress in addressing Hispanic representation in the workforce.

Overview:

Congress formally established the National Nuclear Security Administration (NNSA) in 2000, as a semi-autonomous agency, within the U.S. Department of Energy (DOE). In December 2002, this resulted in a new organizational structure now comprised of Headquarters, eight Site Offices, and one integrated Service Center. Functions and staff were realigned and principal business processes reengineered. On August 10, 2005, Secretary of Energy Samuel Bodman, reissued the EEO and Diversity Policy Statement to affirm the Department's commitment to equal employment opportunity and diversity to make DOE-NNSA the employer of choice.

In support of the President's Management Agenda on Human Capital, NNSA implemented a Human Capital Management Strategic Plan that includes strategies and goals to recruit and retain a highly qualified and diverse workforce. The plan includes improved marketing of the NNSA, a streamlined application process, targeted recruitment pools/areas of consideration, and aggressive use of recruitment and retention incentives.

NNSA is committed to represent this nation by reinforcing leadership skills, promoting diversity management best practices, rewarding accomplishments, and ensuring that effective accountability systems are in place to evaluate and monitor compliance with policy. Supervisors and managers are also provided special orientation sessions, training, and advice to ensure their understanding and implementation of the NNSA EEO and Diversity programs.

The following report is a summary of NNSA activities in support of increasing Hispanic representation in the NNSA workforce:

The total number of permanent employees at the NNSA was 2,307 at the end of FY 2004 and 2,484 in FY 2005. Hispanics made up 17 percent (424 employees) in FY 2005, which exceeds the Civilian Labor Force Population. Promotions also increased from 17.7% in FY 2004 to 22.7% in FY 2005..

The workforce statistical data is provided on a quarterly basis to Ambassador Linton Brooks, the Director, Office of Diversity and Outreach, and other NNSA managers and supervisors..

On an annual basis, the following accomplishment reports and action plans are submitted to the Equal Employment Opportunity Commission and the Office of Personnel Management:

- Federal Equal Opportunity Recruitment Plan
- Disabled Veterans Affirmative Action Plan
- Management Directive-715
- Executive Order 13171/Nine Point Plan

These reports are readily accessible to all DOE/NNSA employees and organizations that promote diversity and equal employment opportunities.

A. NNSA's activities and accomplishments in implementing the Hispanic Employment Nine Point Plan.

The following is a summary NNSA's accomplishments in support of the Hispanic Nine Point Plan initiative. Each item corresponds to the numbered items in the Nine Point Plan.

1. Support and implement the White House Initiative on Educational Excellence for Hispanic Americans.

NNSA is a strong advocate of the White House Initiative on Educational Excellence for Hispanic Americans. Activities that directly supported this initiative are listed below:

Outreach

The NNSA Future Leaders Program (FLP) was established in 2005. The objective of the program is to develop entry-level candidates with degrees in engineering, the physical science, or business disciplines. The recruitment plan aggressively targeted Hispanic-Serving Institutions (HSI) and the National Association for Equal Opportunity in Higher Education. Additionally, Hispanic Employment representatives participated in the FY 2005 FLP recruitment effort.

The FLP yielded 29 new hires to the agency during FY 2005, of which 24 percent were Hispanics. External hiring opportunities in support of the FLP will result in approximately 30 new hires for FY 2006.

NNSA participates in community-based mentoring programs throughout this nation to motivate our future workforce to pursue higher education and Federal careers. These types of initiatives provide Federal employees with another opportunity to foster relationships that increase the employment of Hispanics within NNSA.

Conferences

NNSA participated in the Hispanic Youth Symposium for 2005. This provided 1,100 Hispanic students, from the Washington, D.C., metropolitan area, the opportunity to experience various learning workshops, familiarize them with the SAT process, and meet with various representatives from colleges and universities. The students were also invited to the White House for a briefing and tour.

On an annual basis, the Hispanic Employment Program celebrates Hispanic Heritage Month with various activities, which includes keynote speakers to provide training and information for all NNSA employees.

2. Provide employment information to students, faculty, and the Hispanic community.

DOE-NNSA's Recruitment System

DOE-NNSA uses a national web-based recruitment system called QuickHire. QuickHire allows interested applicants to review vacancy announcements and apply for positions through use of a web-based Internet application process. Interested applicants can review the vacancy announcement and apply for positions at <https://jobsonline.doe.gov/>

Conferences

NNSA employees participate in conferences such as the annual League of United Latin American Citizens Conference, National Organization for Mexican American Rights Conference, and the New Mexico EEO and Diversity Council Conference. The sponsoring organizations are made up of a diverse group of professionals working to promote the advancement of EEO and Diversity. These conferences serve as valuable resources for increasing awareness on NNSA employment opportunities and outreach to Hispanic organizations.

3. Use of the Presidential Management Intern (PMI) Program for recruiting, converting, and advancing Hispanic College graduates.

Although NNSA did not recruit PMI Interns in FY 2005, 29 interns were hired under the Future Leaders Program. Of the 29 interns, 24 percent were Hispanics. Several students, which included one Hispanic student, also participated in the Defense Nuclear Security Intern Program and the NNSA Nonproliferation Graduate Program. The objective of these NNSA-sponsored programs is to develop a talent pool that can assist NNSA with its security and nonproliferation programs at NNSA and their respective facilities. Successful students have an opportunity for permanent placement as a Federal employee within NNSA.

4. Participates in the HACU National Internship Program.

At present, NNSA does not participate in the Hispanic Association of Colleges and Universities (HACU) Internship Program; however, recruitment efforts for FY 2006 Future Leaders Program will target recruitment trips to HACU educational institutions.

5. Use of the flexibilities of the Student Employment Program to bring Hispanic students into agency's shortage category occupations, as well as other occupations.

NNSA employed 14 students through the Student Educational Employment Programs of which 100 percent of the students were Hispanic.

Plans are also being made to establish developmental positions and explore career opportunities within the Student Temporary Employment Program and the Student Career Experience Programs. Other programs, such as upward mobility and career ladder opportunities, are being considered as viable recruitment and placement tools to feed the pipeline and address current and projected shortages within certain occupations, such as administrative support positions.

6. Develop mentoring program to motivate young people to pursue higher education and Federal Careers.

College graduates hired under the Future Leaders Program are placed on Individual Development Plans that outline developmental work assignments, projected training opportunities, and rotational assignments or details. Employees under this program receive close monitoring, guidance, and mentoring by senior program officials and technical subject matter experts relative to their Federal careers, work experiences, and educational development. In addition, the human resource consultant assigned to the FLP provides additional oversight and mentoring.

7. Promote participation of Hispanic employees in career development programs.

Hispanic employees are encouraged to compete for advancement by applying for available job vacancies within the agency. Human resource consultants encourage managers to create developmental job opportunities through establishment of new positions or restructuring of established positions.

Currently, career developmental programs are advertised to all employees and do not target any particular group of employees. Each program targets a particular grade level and is scored on the rating scale specific to that developmental program by a group of panel members selected by the Training & Development Department and approved by senior management. The panel is comprised of subject matter experts, senior managers, and an EEO representative to ensure applications are rated fairly, and that diversity concerns are addressed.

NNSA developed a suite of nine (Elite 9) career developmental programs to provide developmental and growth opportunities for employees at every level of the federal spectrum, from the GS-1 to the GS-15 level. The programs will be announced for application throughout the year and will apply to all Federal employees in NNSA organizations. All nine career developmental programs will be implemented in FY 2006, if funding is available.

Recommendations to help promote full participation in career developmental programs:

- Encourage Special Emphasis Program (SEP) Managers and members to assist in promoting career developmental opportunities in order to enhance the promotion, training, and advancement of minorities, women, disabled veterans, and the physically disabled.
- Encourage SEP Managers and members to volunteer to participate on career developmental program ranking/rating/selection panels.
- Encourage supervisors/managers, in accordance with Human Capital Management initiatives, to personally get involved in ensuring that employees' developmental needs are met, i.e., by investing in employee's training and career developmental needs.
- Secure annual funding to support career developmental programs.

8. Assess agency needs for full-time, part-time, or collateral Hispanic Employment Program (HEP) and ensure that HEP's are integral members of the agency's management team.

The HEP Manager serves 20% of his/her time to work on the HEP Council and the Alternate HEP Manager serves 15% of his/her time. The HEP Council meets monthly and assists the HEP Manager in achieving their goals and objectives.

The HEP Manager participates in the NNSA Diversity Council chaired by the Director, Office of Diversity and Outreach, and co-chaired by Deputy Director from the NNSA Service Center. The mission of the Council is "...to promote a diverse, inclusive work environment that encourages creativity, is respectful of individual employees, and promotes equal opportunity for all employees to be able to reach their full potential." The meetings are held on a quarterly basis. HEP concerns and issues may be raised at that time.

The HEP Manager participates in the Hispanic Employment Program managers' conference calls on a monthly basis to discuss issues and updates on Hispanic employment.

9. Incorporate these activities into the agency's annual Federal Equal Opportunity Recruitment Program (FEORP) accomplishment report to OPM.

NNSA's accomplishments are reported in the annual FEORP.

B. NNSA's top practices in strategic human capital management and planning that best help improve the recruitment, retention, and promotion of Hispanics.

The following are NNSA's top practices in strategic human capital management and planning that support Hispanic employment issues.

- The NNSA's Human Capital Management Strategic Plan includes strategies and goals to recruit and retain a highly qualified and diverse workforce. The plan includes improved marketing of the NNSA, a streamlined application process, targeted recruitment pools/areas of consideration, and aggressive recruitment and retention incentives. The Future Leaders Program and Federal Career Intern Programs are key recruitment tools that will continue to be used in FY 2006 to identify candidates with degrees in engineering, physical science, and business disciplines.
- Recruitment tools, such as direct hire and Student Employment Programs, aimed at replenishing clerical and administrative support positions are planned for FY 2006 to feed the pipeline and address diminishing administrative support resources.

- Recruitment/outreach activities will target universities and colleges throughout the United States to identify potential candidates. In addition, NNSA will actively engage professional organizations and participate in job fairs.
- NNSA is requesting testing authority for the Luevano Consent Decree, which focuses on the use of recruitment to increase the pool of African American and Hispanic candidates for employment.

C. How do these practices align with the NNSA's annual performance plan under the Government Performance and Results Act?

A core value of DOE-NNSA's Strategic Plan is to "...treat our colleagues with dignity, value diversity, provide fair opportunity, and reward achievement." A key goal identified under the Office of the Administrator is to "create a well-managed, inclusive, responsive, and accountable organization through the strategic management of human capital; enhanced cost-effective utilization of information technology, and greater integration of budget and performance data." The NNSA has engaged in various initiatives to increase Hispanic employees within the Department's various organizations. The recruitment, training and advancement of Hispanics in the workplace continues to be monitored throughout all DOE-NNSA.